

Carver Massachusetts

Town Buildings Study Committee Minutes

4/22/2013

Members Present: Roger Shores, Dan Ryan, Steve Pratt, Paul Duff
Also Present: None
Absent: None
Meeting Start: 7:02 p.m.
Meeting End: 8:33 p.m.

Agenda

I. Committee Logistics

- a. Call meeting to order
 - i. Dan Ryan called the meeting to order at 7:02 p.m.
 - c. Meeting Minutes and Approval
- **Motion Made:** Roger Shores motion to approve the minutes of 4/8/2013 – seconded by Steve Pratt.
 - No discussion, Passed (Paul Duff abstained – not present at the 4/8/2013 meeting.)

II. Capture Notes and Discussions

- a. Activities and Events Since Last TBSC Meeting
 - i. Dan Ryan and Roger Shores met with the Board of Selectmen on 4/9/2013 to request materials for financial analysis. See report below.
- b. Role of TBSC
 - i. The TBSC needs to clarify role and scope with the Selectmen.
- c. Status of TBSC Report
 - i. No update

III. Planning

- a. Meetings with Town Boards/Officials
 - i. Dan Ryan and Roger Shores met with the Board of Selectmen on 4/9/2013 to request documents for financial analysis and study. The Board of Selectmen voted unanimously to request documents. Below is the list of documents and current status.
 1. 2013 Master Plan Draft – building study analysis
 - a. Request was sent by the Selectmen's office. Materials provided appear to be working papers from the 2001 Master Plan and not an actual draft.
 2. 2009 Master Plan Survey and raw data - for building study analysis
 - a. Request was sent by the Selectmen's office. No raw data provided.
 3. 2012 Carver Elementary School Community Survey – raw data
 - a. Request was sent by the Selectmen's office. Superintendent Liz Sorrel responded that she would look into the cost for obtaining the information and if a CSV format is available.
 4. North and South Carver Land Use and Infrastructure Studies.
 - a. Request was sent by the Selectmen's office. North Carver information provided. South Carver information not provided.

5. Gateway Health Group Financial Statements FY2006 – 2012 for financial analysis and projections towards financial strategy recommendations.
 - a. Request was sent by the Selectmen's office. No information provided.
6. FY2012 Financial Statements (Internal and Audited) not yet posted to town web site for financial analysis and future projections.
 - a. Request was sent by the Selectmen's office. Draft materials provided. Committee is awaiting the final report.
7. Other documents as needed for financial analysis and town buildings study.

Our Committee needs to follow up on the missing information.

- ii. The TBSC is scheduled to meet with the Board of Selectmen on 4/23/2013 to discuss.
 1. Provide short report of activities.
 - a. TBSC Report Update
 - i. **Interest Rates** are still relatively low.
 - ii. The **Wrap-Around borrow** concept is still a viable mechanism until 2017. The benefit decreases each year. It is about \$288,000 in 2013 and \$279,000 in 2014.
 - iii. The **Capital Stabilization Fund** started as recommended and has a current base contribution of \$179,000 per year and total funds of \$180,000 plus interest (versus \$240,000).
 1. 2014 base contribute should be at least \$179,000
 2. 2014 new PPNG should be approximately \$225,000
 - b. School Building
 - i. **Statement of Interest** was due 4/10/2013.
 - ii. The town has started the long process towards a solution for the school buildings.
 - iii. The town should look at all options for a cost effective solution that meets the town's needs. The TBSC requests the Selectmen to provide a recommendation for our level of participation in this process.
 - c. Fire and Police Buildings
 - i. The TBSC met with the Fire Chief and the need for new facility continues to increase. The original plan is still viable that the Fire Station should move forward prior to starting the Police Station.
 2. Document Request
 - a. The Board of Selectmen sent out requests for the TBSC to obtain requested documents.
 - b. The only viable materials received to date include the Draft FY2012 Financial Statements and North Carver Land Use Report. The Committee still needs other documents.
 3. Verify with BOS that Capital Stabilization Fund articles are included.
 - a. Includes base PPNG and 2014 PPNG
 4. Are the Selectmen planning the warrant for a STM within the ATM?
 - a. The TBSC recommends considering the Fire Station project per plan to start in 2013.

- b. The town could use the Capital Building Stabilization Fund.
- c. The town could use the wrap-around borrow mechanism while it is still effective.
- d. Both funding mechanisms would result in the bond payments being within the levy limit and allow town to move forward on one of the projects.
- e. The school building project still needs to meet key milestones to move forward, and could take time to be ready.
- f. The elementary school building project should not be impacted because it requires both a dedicated revenue source and a grant to fund.
- g. The Elementary School, Fire, and Police projects continue to be key priorities and all need to be funded.

IV. Action Items

- Dan Ryan to continue to redistribute previous meeting minutes for review and approval at a future meeting. The final two 2011 meetings were joint meetings with other boards and committees.

V. Next Meeting & Draft Agenda

- a. Next Meeting will be Monday May 6th at 7:00 p.m.
- b. Next Meeting Agenda

I. Committee Logistics

- a. Call Meeting to Order
- b. Meeting Minutes and Approval

II. Capture Notes and Discussions

- a. Activities and Events
- b. Review Personal Property New Growth
- c. Roles and Responsibilities of the TBSC
- d. General discussion and planning
- e. TBSC Report

III. Planning

- a. Meetings with Town Boards and Officials
- b. Other

IV. Action Items

V. Next Meeting & Draft Agenda

- **Motion Made: Roger Shores made motion to adjourn, seconded by Steve Pratt**
- **No discussion,**
- **Passed Unanimously**

Next Planned Meetings: Monday, May 6th, 2013

Respectfully submitted by: Dan Ryan

Minutes approved by Committee on Monday, May 6, 2013